



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

DATE: July 1, 2011

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 13-2011, USAID/Kyiv

POSITION TITLE: Financial Analyst

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #13-2011

GRADE LEVEL: FSN-11 (The incumbents will be hired at the Development Level, FSN-10 until all mandatory USAID training is completed and the full performance level of the position is reached)

OFFICE LOCATION: Office of Financial Management, USAID/Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: July 15, 2011 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail a *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at kyv13-2011@usaid.gov

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and cover letter. Best qualified applicants who meet minimum requirements will be invited for an interview.

The Financial Analyst position(s) provides a full range of financial management services to his/her assigned program area including project design and planning, budgeting, evaluation, and coordinating its financial analysis and accounting. As one of 4 Financial Analyst's for the Regional Mission of USAID Ukraine, Moldova and Belarus with a Total Estimated Cost, TEC, of \$359 million, a current OYB of \$168 million, 50 COTR/AOTRs and 60 major activities the position acts as the 'one stop' customer service representative for all contact with OFM concerning issues related to the financial analysis of the assigned program area(s) including (a) financial reviews of any and all USAID assistance to Ukraine, Moldova and Belarus, (b) training for awardee/USAID program management staff, (c) audit/review recommendation and assistance and (d) special financially analysis related projects as assigned by the Supervisory Financial Analyst. The incumbent works closely with the Technical officer Director and functions as the Controller's representative regarding his/her assigned office(s) and is empowered to conduct the full range of Controller functions in accordance with the delegations of authority. The incumbent works under the direct supervision of the Audit Management and Resolution Officer, in coordination with Technical Officer Director(s). The Financial Analyst also receives guidance, mentoring and oversight from the Supervisory Financial Analyst, the Deputy Controller and Controller in his/her duties.

Major Duties and Responsibilities

A. Regional Mission Support:

Incumbent plans, manages and supervises the completion of the activities to the Regional Mission:

- Reviews project agreements, grants, contracts and other implementing documents for internal consistency with project design, adequacy of financial and accounting sections, and conformity with USAID and Mission policies and regulations. By exercising a notable degree of judgment, selects the most suitable financial and implementation mechanisms that guarantee the effective achievement of programs results and financial accountability. Monitors the financial implementation of program activities and ensures consistency with the project design.
- Supervises the completion of a full range of analyses, review and assessments to determine the financial sufficiency of funds and the financial viability to carry out proposed program activities. Provides clearance of bi-lateral agreements, MAARDS, contracts, grants and cooperative agreements for funding.
- Performs financial reviews, assessments, informal desk audits and pre-award surveys of USAID's Implementers' financial, accounting, internal control and contracting capabilities to determine the Implementers' ability to adequately safeguard U.S. funds and interests. Provides institutional and capacity building training through financial reviews and site visits to Implementers to enhance their understanding of USAID rules and regulations and to strengthen their capabilities to safeguard U.S. funds.
- For new activities up to \$1,000,000 in total estimated cost (TEC), conducts Pre-award surveys, as required to determine the eligibility of new potential partners or local NGOs to

manage Agency funds. Provides an opinion on the confidence to be placed on the partner's internal controls and offers advice to them on weaknesses and possible solutions to identify the problems. This includes preparing a report to document findings and recommendations, and following -up on actions taken to close the applicable recommendations to become compliant.

- For activities in excess of \$1,000,000 in TEC, which are evaluated through a Pre-award survey conducted by an outside accounting firm, works closely with potential partners accounting staffs to rectify exceptions noted by the auditors. Reviews and consults with the NGOs to edit training manuals in the areas of finance, operations and human resources. Develops training curriculum and monitors the quality of training provided to the NGOs.
- Drafts the quarterly report for his/her assigned office(s) to be combined for submission to the Front Office on the results of the quarter pipeline/implementation analysis and presentations. Participates in annual project reviews with the Front Office.
- Responsible for researching and resolving significant financial issues and questions, documenting results, including drafting Mission Orders and various reports. Acts as primary liaison between the USAID/FM Office and Implementers, COTRs, GOU officials and Regional offices staff for all matters of mutual interest.

Percentage of Time: 60%

B. Audit Management and Resolution:

Incumbent

- In coordination with the Mission's Audit Management Officer and the Supervisory Financial Analyst, coordinates development of the Mission's inventory and annual audit plan and supervises the local recipients contracted audit programs. Liaises with Office of Inspector General (OIG)/Washington and senior Mission officers regarding the Mission Audit Plan and maintains comprehensive audit files of all Mission related audits.
- Reviews scopes of work for Mission and Recipient-contracted Audits, providing advice and guidance to ensure that all necessary activities required by the Agency's policies are implemented.
- Consults and guides Technical Teams with their audit management responsibilities, including attending audit entrance and exit conferences, reviewing all audit reports received, developing an audit recommendation follow-up system for the Mission ensuring that every effort is made in a timely manner to reach a management decision on corrective actions on audit recommendations, and that is mutually acceptable to the Mission and the OIG/Washington.
- Supervises the preparation of the annual End-Use Audit Plan for end of project activities to ensure that the end-use audit process complies with Generally Accepted Auditing Standards (GAAS) and USAID regulations.

Percentage of Time: 30%

C. Federal Managers' Financial Integrity Act (FMFIA):

- Working with other Financial Analysts evaluates all internal controls for the Regional Mission for Ukraine, Belarus and Moldova, reviews all significant changes in systems and procedures. Based on such evaluations, makes recommendations as deemed appropriate which would improve internal controls and assists in the implementation of any recommendations resulting from such evaluation as approved by the Regional Controller.
- Coordinates the annual Federal Managers' Financial Integrity Act (FMFIA) review for the Regional Mission including:
 - Follow-up and closure of the Mission's outstanding FMFIA weaknesses from the preceding year;
 - Coordinates the completion of all internal control questionnaires from his/her assigned Office Directors;
 - Reviews and documents all relevant findings for the Management Control Review Committee (MCRC) meetings;
 - Coordinates and documents all pertinent aspects of MCRC deliberations.

Percentage of Time: 10%

QUALIFICATIONS

A. Education:

Possession of a Master's degree in accounting, finance, business administration or related fields is required. A CPA, CA, or ACCA certification is highly desirable.

B. Prior Work Experience:

A minimum of from 5 to 7 years of progressively responsible experience in professional accounting, financial management or auditing is required. Experience with a USAID mission is highly desirable.

C. Post Entry Training:

On-the-job training in Phoenix, and other USAID sponsored financial management courses (Appropriation Law, Financial Management Overview) are required.

D. Language Proficiency:

Level IV English ability (fluent) as well as fluency in Russian and Ukrainian is required. Skills in written English are particularly important.

E. Knowledge:

A thorough knowledge and understanding of professional accounting principles, theories, practices, and terminology as well as principles and accepted practices of US and host country business accounting, budgeting and reporting is required; a thorough knowledge of the laws, regulations, policies and procedures associated with USAID financial management is also highly desired; and a comprehensive knowledge of USAID program planning and implementation procedures.

F. Abilities and Skills:

The incumbent must have an unusual ability to detect the financial strength and vulnerabilities of activity design and implementation actions. Must have excellent analytical ability and decision making skills to analyze data and assess its reliability and value, detect the financial strengths and weaknesses of programs, and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and internal controls and recommend improvements.

Must be able to compile and present detailed financial and related information in a concise and fully professional manner. Must be skilled in the use of computer based analytical programs and USAID data management systems to use in his/her performance and supervision of the financial analyst staff. He/she must have strong oral and written communication skills and the ability to maintain effective working relationships with all levels of USAID staff and high level officials of implementing partners and support organizations. Must be able to present facts and recommendations in a clear, concise manner, both orally and in writing and to possess excellent interpersonal skill in supervising FAs and performing tasks.

POSITION ELEMENTS

A. Supervision Received:

Reports directly to the Supervisory Financial Analyst. Supervision is restricted to initial guidance on any policy aspects and areas of management priority.

B. Available Guidelines:

The ADS, GAO Handbooks and Decisions, OMB Circulars, Standardized Regulations, Phoenix Guidelines, Treasury Manuals, Federal and AID Procurement Regulations and Published Mission Policies and Procedures will provide basic guidance in carrying out assigned duties.

C. Exercise of Judgment:

The Financial Analyst exercises a high degree of independent judgment. There is a heavy reliance on the Analyst's independent judgment in analyzing, evaluating, and formulating conclusions and recommendations regarding the financial aspects of activity development and management as well as the financial status and capability of implementing partners. Advice and recommendations are reviewed by the Supervisory Financial Analyst.

D. Authority to Make Commitments: None

E. Nature, Level and Purpose of Contacts:

Has daily and direct contact with senior staff of the Regional Mission, and senior officials of implementing partners, public accounting firms, USAID's Regional Inspector General, Technical Office teams and support organizations.

Must have the capability and interpersonal skills to obtain and analyze a variety of privileged information from such officials and assess its relative reliability and value in order to conduct financial analyses and reviews and prepare written reports of findings and recommendations.

F. Supervision Exercised: N/A